

CHECKLIST

Only complete manuscript submissions will be considered for publication. Complete submission must include:

- ☐ Cover letter for manuscript submission
- ☐ Signed Copyright Transfer, Authorship Statement, Conflict of Interest Statement and Ethics Statement Forms
- ☐ Manuscript in MS Word format

AND, where applicable

- ☐ Letter of approval from review committee for use of human samples in research and human experiments
- ☐ Letter of approval from relevant authority for use of animals in experiments
- ☐ Signed consent to publish (in print and online) from human subjects who can be identified in your manuscript
- ☐ Letter(s) of permission from copyright holder(s) to use copyrighted sources in your manuscript

In the actual article, ensure that the following information is provided:

- ☐ Title page (double spaced)
 - ☐ Article category
 - ☐ Article title
 - ☐ Name(s) and affiliation(s) of author(s)
 - ☐ Running title not exceeding 50 characters
 - ☐ Corresponding author details (name, e-mail, mailing address, telephone and fax numbers)
- ☐ An English abstract, a Chinese abstract (for Chinese author only) and 3–5 key words (double spaced)
- ☐ Main text (double spaced)
- ☐ References (double spaced), on a new page

AND, where applicable

- ☐ Table legends and tables (double spaced), each on a new page
- ☐ Figure legends (double spaced), each on a new page
- ☐ Electronic picture files (resolution of a minimum of 300 dpi) of all figures